

AN ORDINANCE 100310

AUTHORIZING THE EXECUTION OF A CONTRCT IN AN AMOUNT NOT TO EXCEED \$20,000 PER YEAR WITH SORIA CPA FIRM, DBA CORPORATE PAYROLL ADMINISTRATORS, TO PROVIDE PAYROLL SERVICES TO THE CITY OF SAN ANTONIO FOR THE MAYOR AND CITY COUNCILMEMBERS FOR THEIR INDIVIDUAL EMPLOYEE FOR A PRIMARY TERM OF TWO YEARS WITH TWO ADDITIONAL ONE YEAR TERMS, SUBJECT TO THE ANNUAL APPROPRIATION OF FUNDS.

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WHEREAS, since mid-1992 Mayor and City Councilmembers have utilized individuals to provide administrative support in the provision of service to constituents of the City; and

WHEREAS, while administrative aides were once considered independent contractors and expenses for them were subject to reimbursement through District budgets, these administrative staff are now hired as individual employees of the Mayor and Council thereby requiring payroll services such as the issuance of payroll checks and the preparation of necessary tax and payroll reports; and

WHEREAS, until December 31, 2004 these services were provided by Soria CPA Firm; and

WHEREAS, on November 30, 2004, an informal Request for Proposal seeking payroll services was issued to six companies providing payroll services listed as Small and Minority Owned Businesses with the Economic Development Department; and

WHEREAS, on December 14, 2004 proposals were received from Brown Business & Tax Services and Soria CPA Firm, and based on the firm's technical capabilities, the number of years of experience is providing payroll services, experience working with municipalities and non-profit organizations, and the financial stability of the firm, it is recommended that Soria CPA Firm once again be selected to provide these services; and

WHEREAS, it is now necessary to authorize the execution of a contract with said firm and to authorize various actions associated therewith; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Council hereby approves a contract with Soria CPA Firm, dba Corporate Payroll Administrators, for an amount not to exceed \$20,000 per year, to provide payroll services to the Mayor and City Council members for their administrative staff who assist

them in their respective offices. Said contract shall commence January 1, 2005, and terminate December 31, 2006. Provided the firm is in compliance with all terms of the contract the City Manager or his designee may renew the contract for two (2) additional, one (1) year periods without any additional action by City Council. A copy of the contract in substantially final form is attached hereto and incorporated herein as Exhibit 1.

SECTION 2. The City Manager or his designee is hereby authorized for forty-five (45) days following the effective date of this Ordinance to execute said contract and any other documents necessary to carry out the purpose of this Ordinance. Copies of all documents associated with the execution of this contract shall be attached upon final execution by the parties.

SECTION 3. Funds in the amount of \$20,000 are encumbered in Fund 11001000 entitled "General Fund", Cost Center 8002060003, General Ledger 5201040 entitled "Fees to Professional Contractors". These funds are authorized to be paid to Soria CPA Firm, d/b/a Corporate Payroll Administrators. Funding beyond the first year of this agreement is contingent on City Council approval of the annual General Fund budget.

SECTION 4. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 5. This Ordinance shall take effect immediately upon passage by eight (8) affirmative votes otherwise it will be effective on the tenth (10th) day after the passage hereof.

PASSED AND APPROVED this 20th day of January, 2005.

ATTEST:



City Clerk


M A Y O R
EDWARD D. GARZA

APPROVED AS TO FORM:



for City Attorney